



# HOW TO USE THE JPAY KIOSK



## Kiosk Registration & Login

1

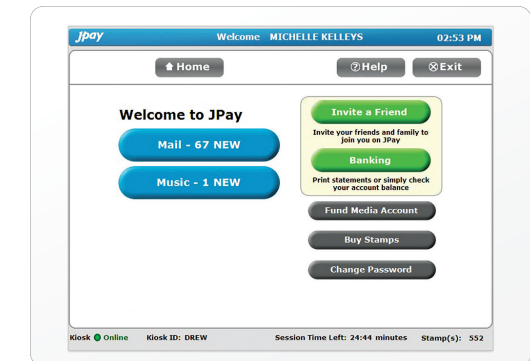
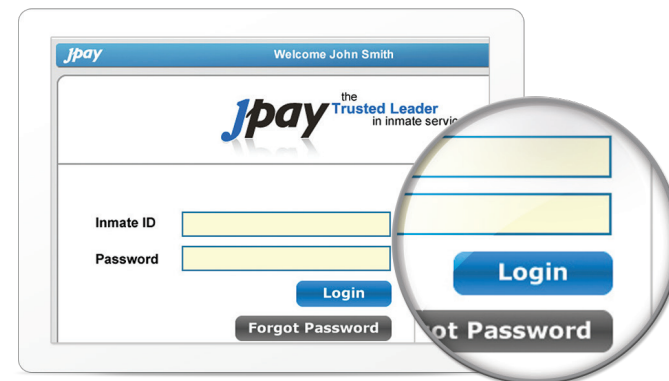
To get a password, select “Register” then enter your ID. Password will be delivered through the mail room.

2

Once you have your new password, enter it on the login screen to begin your kiosk session.

3

Agree to terms & conditions and set up security questions, then arrive at your JPay home page.



## Read/Write Emails



1

You must buy or have stamps to send emails.

2

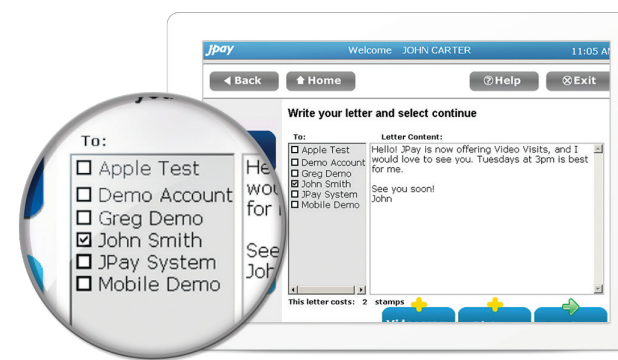
Choose an email from your inbox to read it. Select “Reply” to respond.

3

Select “Write Letter” to compose an email.



## Video Visitation



1

Invite your friends & family to schedule a Video Visit. Send a JPay email or call them.

2

Log into the kiosk at the scheduled time and select “Video Visitation.”

3

The Video Visit will begin once both parties have joined.



## VideoGrams



1

From your home screen, choose “VideoGram.”

2

Select your friend or family member from the contact list on the left. They must have the **JPAY Mobile** app to send you Videograms.

3

You will see all VideoGrams sent to you by that contact. Select a VideoGram to play it.

4

To send a VideoGram choose “VideoGram” and select “Recipient.” Record your 30-second clip and choose “Send.”

Tell your friends and family to fund your **Media Account**. You can use these funds to buy **Stamps**.